

POLICY

All incidents of a serious nature that occur in juvenile justice residential facilities must be documented on a Bureau of Juvenile Justice (BJJ) incident report. Paper incident reports must be entered into the Juvenile Justice Information System (JJIS) within 72 hours of the incident. Incident reports augment facility logs by providing additional information and data which can be stored, reviewed, and processed into reports used for analysis and decision-making.

PURPOSE

To ensure proper documentation and data collection for events of special significance.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

All facility employees.

PROCEDURE

Each facility must develop and implement a written procedure relative to incident reports. The procedure must contain the following requirements:

**Report of
Incident**

Report all incidents of a serious nature immediately to the responsible facility manager.

Documentation

Staff must:

- Complete an incident report if involved in or witness to a reportable incident (unless exempted by the supervisor).
- Submit the incident report to a supervisor prior to the end of the shift. The incident report is a factual recount of observed events and behaviors involving youths, staff, volunteers, and visitors (as applicable).

The supervisor must:

- Review the incident report for completeness, clarity and accuracy.
- Distribute copies of the incident report to appropriate facility staff (for example, medical, security or education staff) as directed by the facility written procedure.
- Ensure the incident report is entered into the Juvenile Justice Information System within 72 hours of the incident.

Note: Appropriate entry of incident reports into the information system includes steps to ensure a complete, accurate, and unduplicated set of incident report information is entered for each incident that occurs.

The facility director or designee must:

- Ensure that each incident report is reviewed for its underlying cause. In particular, review each incident report to determine if physical barriers enabled the occurrence of the incident, if staffing levels and training were appropriate, and if additional technology would be of use in mitigating or preventing future incidents.
- Ensure that appropriate corrective actions resulting from the incident report review are developed and implemented.
- Ensure that relevant youth behavior documented in the incident report is discussed in group and treatment team meetings and documented in treatment plans.
- Appoint a third party staff not associated with the original entry of incident reports into the information system to conduct a weekly validation of entry of the incident reports. This validation must verify that all paper incident reports have been correctly consolidated and entered into the information system.

Note: In the information system, the Incident Report Consolidation Summary reports the amount of matching of paper incident report identification numbers to information system incident report identification numbers. This report may be used to assist in the third party validation above.

**Report
Numbering**

Facilities must assign each paper incident report form a unique identifying number consisting of the following:

- The two digit facility code.
- Two digit month.
- Two digit date.
- A two digit (starting with 01) sequential numbering of all incident reports for that single date. All incident reports describing a single incident are in sequence.
- A two digit facility assigned number (wing/pod/staff number, etc.).

Assigned BJJ facility code numbers are:

Facility	Facility Code #
Bay Pines	12
Shawono	15
Woodland	17

Facilities requiring a code number may contact the JJIS help desk at 517-335-3537.

AUTHORITY

Social Welfare Act, 1939 PA 280, as amended, MCL 400.115a(1)(I).